

## GREAT PLAINS INTERAGENCY DISPATCH CENTER

### STANDARD OPERATING GUIDELINE # 27

TITLE: Spot Weather Forecast Request procedures

EFFECTIVE DATE: September 16, 2006

UPDATED: October 2018

INTENT: To describe the procedures for submitting a Spot Weather Forecast Request to the National Weather Service (NWS).

PROCEDURE: All dispatchers will follow the guidelines listed below.

1. When an IC (Incident Commander), Burn Boss, or other individual contacts Great Plains Dispatch (GPC) via radio or by telephone to request an initial Spot Weather Forecast, the dispatchers will fill in all fields of a WS FORM D-1 (SPOT REQUEST). Be sure the latitude & longitude are correct. This form will be kept with the Initial Attack (IA) card.
2. This information will then be submitted electronically via the internet at the website <https://www.weather.gov/spot/request/>. Once the location is entered in step 1 and the incident type is selected in step 2, a Spot Request can be generated in step 3. (If the internet is down, the WS FORM D-1 may also be faxed to the appropriate NWS Forecast Office).
3. After submitting a Spot Weather Forecast Request, call the appropriate NWS Forecast Office to ensure that the request was received. (Phone numbers for the NWS Forecast Offices in the GPC Zone can be found in the flip charts on each IA console)
4. When a Spot Weather Forecast is completed, it will be posted online or faxed if the internet is down. It may also be emailed if you entered an email address when you generated the initial Spot Weather Request.
5. Once the dispatcher has received the Spot Weather Forecast, they will contact the requesting person(s) and broadcast the Spot Weather Forecast if requested. The dispatcher may also be requested to email the Spot Weather Forecast to the requesting person(s). Also notify the requesting person(s) if the Spot Weather Forecast has been posted to the web (the NWS Forecaster will notify you if it has been).
6. Should forecasted conditions become unrepresentative of observed conditions, it is the responsibility of the field to notify the NWS. The dispatcher may contact the

NWS on the field's behalf if they cannot make contact. The dispatcher will then relay the information from the NWS back to the field regarding any forecast changes and/or additions.

7. When the Spot Weather Forecast has been relayed to the field, a copy of the forecast will be printed off and kept with the IA card.